

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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**ENERGY POLICY & PROCEDURES****EP 11-04**

**Issue Date:** May 24, 2011

**Effective Date:** May 24, 2011

**Expiration Date:** Until Rescinded

**TO:**

- CSD Energy Services Providers
- Other Interested Stakeholders

**SUBJECT:** **Approval of Contractor Equivalent Forms**

**Purpose** To establish CSD policy and and procedures regarding the approval of Contractor Equivalent Forms

**Reference** LIHEAP, DOE and DOE ARRA Contracts

**Policy** CSD Energy Services Providers may propose to modify standard CSD forms for use within their agencies. Modified forms must be submitted to CSD for review and approval. CSD will issue an approval number and the Provider's modified form must bear that approval number.

**Background** CSD creates and maintains a set of standard forms for use by CSD providers. These standard forms are named, numbered, dated and maintained in a central file. Providers sometimes wish to modify a standard form to make it more applicable to their agency and their work, and CSD generally refers to these modified forms as *Contractor Equivalents*. In general, CSD allows Contractor Equivalents, but guidelines are needed to insure consistency.

This document establishes the policy and procedure for CSD's review, approval and maintenance of Contractor Equivalents, hereafter referred to as CE.

**Process** Agencies wishing to modify an existing CSD form must submit their request for modification to CSD. Requests should be sent, via email, to [wx@csd.ca.gov](mailto:wx@csd.ca.gov) and should include:

1. The modified form (CE), saved as a pdf.
2. A separate document listing all changes made to the CE and the reason for that change.
3. "Contractor's Equivalent Form" in the subject line of the email.

Upon approval, CSD will take one of the following actions:

1. Approve the CE form, following instructions below.
2. Deny the CE form and notify provider via email.

These steps are repeated each time a change to your CE is made.

**If the CE Request is Approved** If CSD approves your CE request, you will receive an email alerting you of approval and containing the CE approval number and date.

Example:

*"Your agency's Contractor Equivalent for CSD Form 43 has been approved. Your*

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*Contractor Equivalent approval number is 27. Your CE approval date is 6-10-2011. Your modified form must bear this approval number in the following manner: in the form header, directly below the CSD form number and date, enter a new line that reads "CE #27 (6-10-2011)" You must include the CSD approval number and date on your form before using it. Your agency will be monitored for adherence to this policy.*

Here is an example of how this approval must appear on your form:

*Department of Community Services and Development  
Energy Intake Form  
CSD 43 (02-04-2011)  
CE #27 (6-10-2011)*

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<b>Tips for Approval</b>	<p>CSD will only approve substantive changes needed for your agency to operate more effectively.</p> <p>CSD will not approve CE forms that do not contain all of the fields included on the original CSD form.</p> <p>If providers have suggestions for changes or improvements to CSD forms, they can be submitted to CSD for consideration in future updates.</p>
<b>Approval of Existing "CE" Forms</b>	<p>CSD recognizes that, over the years, providers have designed and implemented CE forms in absence of this policy.</p> <ol style="list-style-type: none"><li>1. If your agency has forms it is currently using as Contractor's Equivalent forms, those forms should be submitted to CSD for review, following the Process above.</li><li>2. Existing CE forms must be submitted to CSD no later than June 6, 2011. CSD intends to review and approve (or deny) all CE requests no later than June 22, 2011.<ol style="list-style-type: none"><li>a. If your agency has existing CE forms that they have been copied in large quantities (such as the CSD 43, Intake Form), we will not require you to reprint that form with the CSD CE approval number until your agency 1) reprints the forms, or 2) when a new Intake form is released, whichever comes first. However, these forms should still be submitted to CSD for review and approval by June 6, 2011.</li></ol></li></ol>
<b>Monitoring</b>	<p>After June 23, 2011, your agency will be monitored for adherence to this policy.</p>
<b>Contact:</b>	<p>Please contact your assigned Field Representative with any questions or concerns regarding this guidance.</p>

This policy will be posted on CSD's website at [csd.ca.gov](http://csd.ca.gov).